Project Charter

Title of the Project :	HR DevHub (Human Resource Management System) for MAS	
Campus & Batch :	Y2:S2 (WEEKEND)	Group No:
Development Technology :	MERN Stack	

Description of the Project:

The Trainee Human Resource Management System developed for MAS Bodyline PVT Ltd is an integrated software solution designed to optimize the trainee and intern programs. It consists of interconnected subsystems that handle trainee registration, profile management, and HR interviews, enabling efficient record-keeping and seamless transitions to permanent roles.

The Training School Activity Management interface empowers teachers to track trainees' progress, while the Inline Production Onboarding and Evaluation System enhances training effectiveness for newly onboarded employees. Interns benefit from the tailored Training Schedule Management System, and the QR-based Daily Attendance and Leave Management system ensures accurate attendance recording.

The Trainee Intern Diary Online System fosters transparency and continuous learning, and the Skill Matrix System aids HR decision-making. The Administration Task Management system supports trainees' adjustment to the corporate environment. Overall, the system enhances efficiency, transparency, and learning experiences, benefiting both the organization and its aspiring talents.

Details of the Group Members: *(Provide the details of the group leader in the first row)*

	Name with Initials	Registration Number	Contact Phone Number	Email
1.	Fernando M.S.Y.S.	IT21801204	+94725661324	it21801204@my.sliit.lk
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Sri Lanka Institute of Information Technology
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List of Functions Developed by the Group Members:

	Name with Initials	Brief Description of the Function
1.	Fernando M.S.Y.S.	**Training Schedule Management System:** is designed to offer unique and efficient training experiences for interns based on their recruited departments. Admins can schedule sessions to provide interns with a comprehensive understanding of interconnected departments. They track attendance and monitor progress, sending automatic email notifications to relevant department managers upon session scheduling. The system ensures seamless communication and a well-organized training environment, allowing interns to focus on learning and growth while receiving tailored training. Overall, it optimizes the training process, benefiting both interns and the organization.
2.	Perera K.A.N.N.S.	**Administrative Task Management System:** plays a crucial role in helping trainees adapt to the corporate environment. It guides trainees throughout their training period, starting with a personalized welcome email containing greetings from other employees. The system utilizes the Calendar API to schedule induction, tours, process walkthroughs, and guidance sessions, ensuring trainees become familiar with their new surroundings. It generates budgeting reports for these events and allows HR officers to view reports from other system components, aiding in decision-making for business operations. Additionally, the system offers a space for trainees to access content that fosters essential qualities for their career development. Overall, the function ensures a smooth and supportive experience for trainees during their internship.
3.	Seneviratne S.T.	**Inline Production Onboarding and Evaluation System:** is a comprehensive software solution for optimizing onboarding and evaluating new production department employees. It is used by multiple departments like Industrial Engineering, Quality Executives, and Production Executives. The system conducts exams and assessments to evaluate trainees' skills, records the results, and tracks on-the-job training progress. It also uses a digital badging system to recognize employee skills and generates performance heatmaps for visualizing proficiency levels. This system ensures a smooth onboarding process and provides valuable insights for talent evaluation in the production department.
4.	Hettiarachchi R.D.	**Skill matrix System:** is a crucial part of a 6-month trainee evaluation program. It involves self-assessment by the trainee and evaluation by their line manager. A report is generated comparing both evaluations and sent to HR for automated scoring and decision-making. The system also assesses the final project's business impact, benefiting both the intern's future

		success and the organization's talent retention efforts. Additionally, the system provides a summary of the intern's training journey, showcasing attended training and acquired skills for valuable insights into their progress.
5.	De Silwa A.P.G.R.T.	**Trainee Diary Online System:** serves as a digital journal for trainees to record and track their daily activities, projects, meetings, challenges, and reflections. It allows trainees to log their time which they spent on training tasks, create task entries with progress summaries, and document meeting discussions and action items. Furthermore, an AI tool is being used capture action points at meetings. Trainees can also note key learning, track goal progress, and jot down general reflections. Overall, the system promotes transparency, accountability, and continuous learning during the trainee's journey. Furthermore, the system generates a comprehensive Goal Progress report which can be used to reviewed by the trainees by themselves.
6.	Wijerathna G.D.K.	**Training School Activity Management System:** is a platform that allows teachers to manage various activities in the training school. Teachers can log in and update trainees' progress, introduce training induction, and track day-to-day activities, including sewing and machine operation fundamentals. The system also facilitates internal evaluation tests to assess trainees' understanding and progress, and upon completion, teachers update the team members' overview to meet line requirements and generate and send comprehensive reports to HR. Overall, the system provides a streamlined approach to managing training activities and progress within the training school.
7.	Jayawardhana A.M.S.P	**Attendance System:** is a QR-based daily attendance marking system designed for accurate and efficient recording of employee attendance. It includes a leave management system for interns to submit leave requests with supporting documents and obtain line manager approvals. The system also features a payroll calculation module that considers both announced and unannounced leaves to ensure precise salary calculations based on attendance and performance. With user-friendly interfaces, the system simplifies daily attendance recording and leave request submissions. Integrating it with the existing HR system streamlines data flow and enhances overall HR efficiency and accuracy, benefiting both employees and the organization.
8.	Bihan H.P.H	**Registration Process Management System:** allows the registration of trainees, whether they are administration trainees or factory team members. A profile can be created for a trainee using a validated form. The system automatically generates a date and time for the HR interview. For management interns, they can attach their CV, which will be analyzed using AI tools. A calculation is done based on their qualifications and experiences as an overall rating. Trainee profiles can be updated

		as needed, and when a trainee resigns or becomes a permanent employee, their profile can be deleted from the system by searching via the search box. Additionally, the system can generate a detailed profile report for each trainee. Overall, the system streamlines the process of registering trainees, conducting HR interviews, evaluating interns, and managing trainee profiles.